



UNIVERSITY OF  
MARYLAND

# I-9 Complete

User Guide

Last updated : 6/10/15

I-9 Complete Powered by



# TABLE OF CONTENTS

---

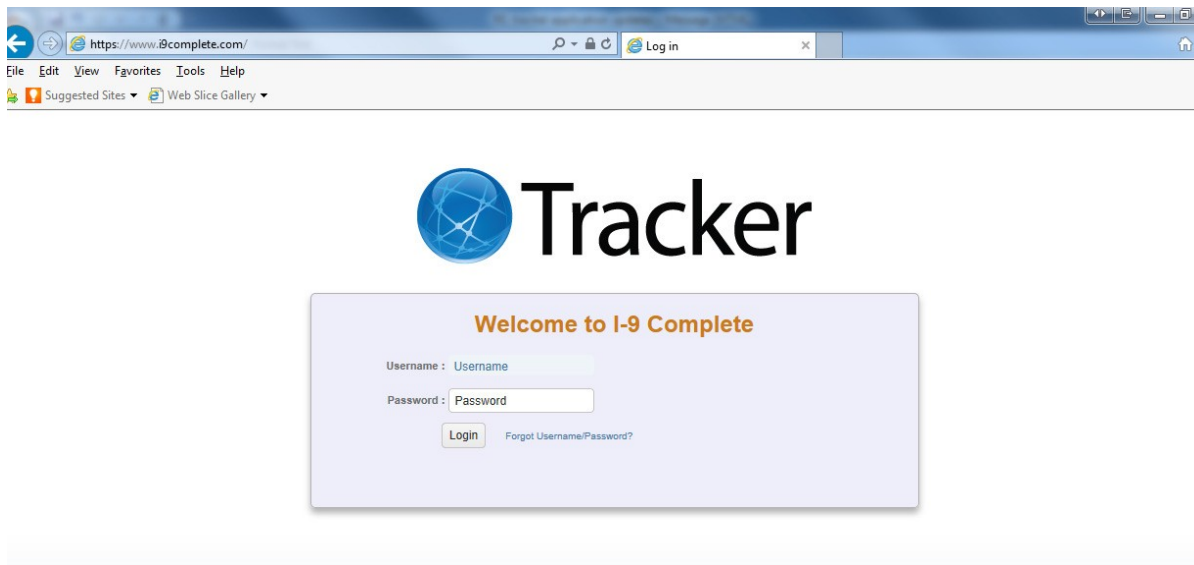
Account Login.....	1
Logout for Safety .....	1
Dashboard .....	2
Creating a New Form I-9.....	2
Employee Profile .....	3
Section 1 .....	6
Employee Name and Identification.....	7
Employee Address and Contact Information .....	7
Employee Employment Status.....	8
Employee Signature .....	8
Electronic Signature .....	9
Preparer and/or Translator Certification.....	9
Under Age 18 Employees .....	11
Employee Receipt .....	12
Amend Section 1 .....	13
Section 2 .....	15
Section 2 Data Entry .....	15
Employment Verification Documents.....	16
Selecting List A or List B and List C Documents .....	16
Entering Document Details .....	17
Changing Selected Documents .....	20
Employment Information.....	20
Employer Signature.....	20
Electronic Signature .....	20
Amend Section 2 .....	21
Section 3 .....	23
Section 3 Tab .....	23

Add Section 3 - New Name .....	24
Add Section 3 - Rehire Employee .....	24
Add Section 3 – Re-verification .....	25
Delete Section 3 .....	26
Notes and Tasks Fields .....	27
Form I-9 Section 3 Addendum .....	27
Re-verification Rules - Expiration Dates .....	27
Validation Alerts .....	28
Form I-9 Validation Alerts Key .....	28
Handling Curable Errors .....	29
Handling Incurable Errors.....	29
Handling Warnings .....	29
Create a New Remote Access Form I-9 .....	29
Steps to Create a New Remote Access Form I-9 .....	29
E-Verify.....	30
Employment Authorized .....	31
Tentative Non-confirmation .....	34
Photo Match .....	41
Reports .....	46
I-9 Record Summary List .....	46

# Account Login

---

The URL to login to Tracker I-9 Complete is: <https://www.i9complete.com>.



## I-9 Complete Account Login

Enter your unique **Username (DirectoyID)** and **Password (Directory Password)** and click the **Login** button to validate your account.

# Logout for Safety

---

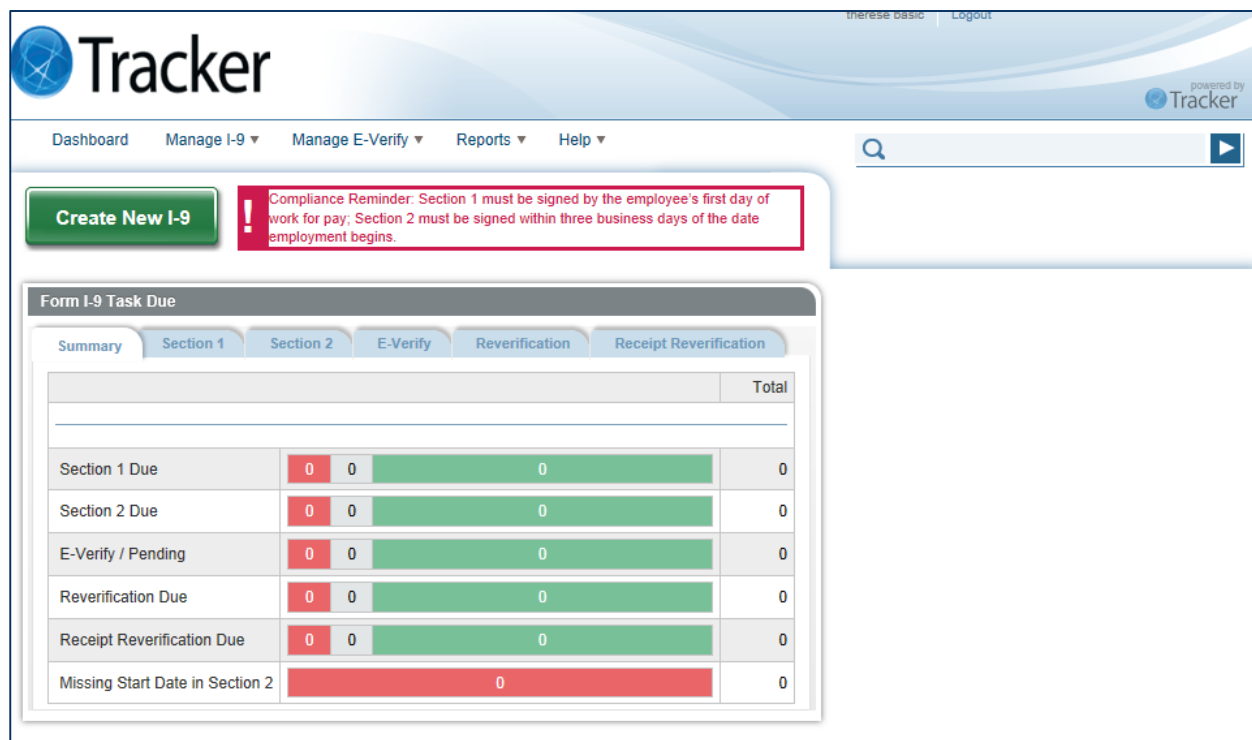
After you have completed your work in Tracker I-9 Complete and no longer require access or are at the end of your day, click the **Logout** hyperlink that appears at the top right of every page. After being idle for approximately 20 minutes, the application will automatically log you out for security purposes whereby you will be required to login again to continue using Tracker I-9 Complete.



*Tracker I-9 Complete Session Idle Automatic Logout*

# Dashboard

The Home page is your Dashboard, customized and configured for your User role in the I-9 Complete web portal. It displays an overview of your action items. The Dashboard also contains the most used features and reports.



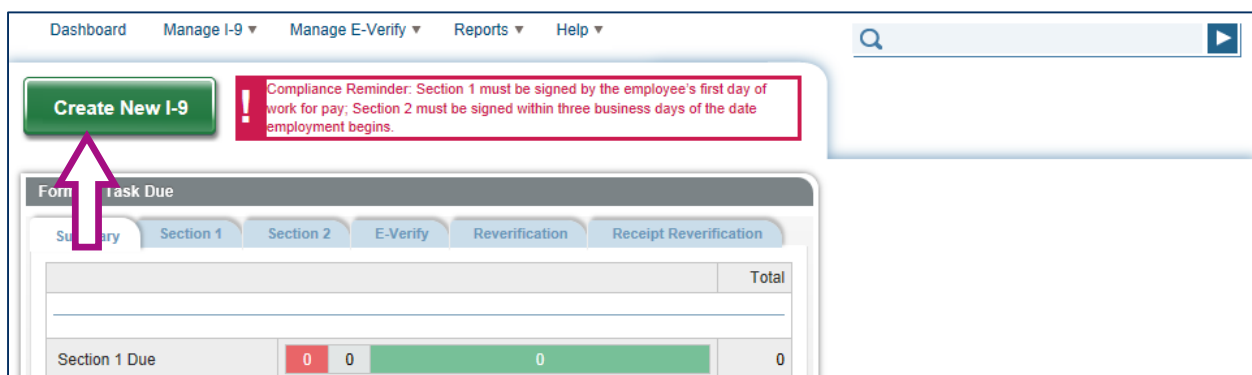
The screenshot shows the Tracker I-9 Dashboard. At the top, there's a navigation bar with links: Dashboard, Manage I-9, Manage E-Verify, Reports, and Help. A search bar is on the right. Below the navigation bar, there's a green button labeled 'Create New I-9'. To its right is a red box with a compliance reminder: 'Compliance Reminder: Section 1 must be signed by the employee's first day of work for pay; Section 2 must be signed within three business days of the date employment begins.' Below this is a section titled 'Form I-9 Task Due' with tabs for Summary, Section 1, Section 2, E-Verify, Reverification, and Receipt Reverification. The 'Summary' tab is active, showing a table of tasks.

				Total
Section 1 Due	0	0	0	0
Section 2 Due	0	0	0	0
E-Verify / Pending	0	0	0	0
Reverification Due	0	0	0	0
Receipt Reverification Due	0	0	0	0
Missing Start Date in Section 2	0			0

Dashboard for Basic User with E-Verify Privileges

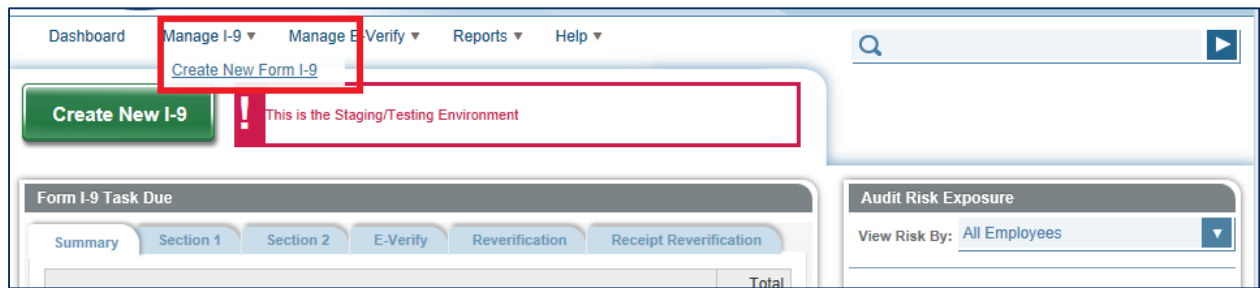
## Creating a New Form I-9

There are several ways to create a new I-9 record. The most common way is to click the [Create New I-9](#) button from the Dashboard.

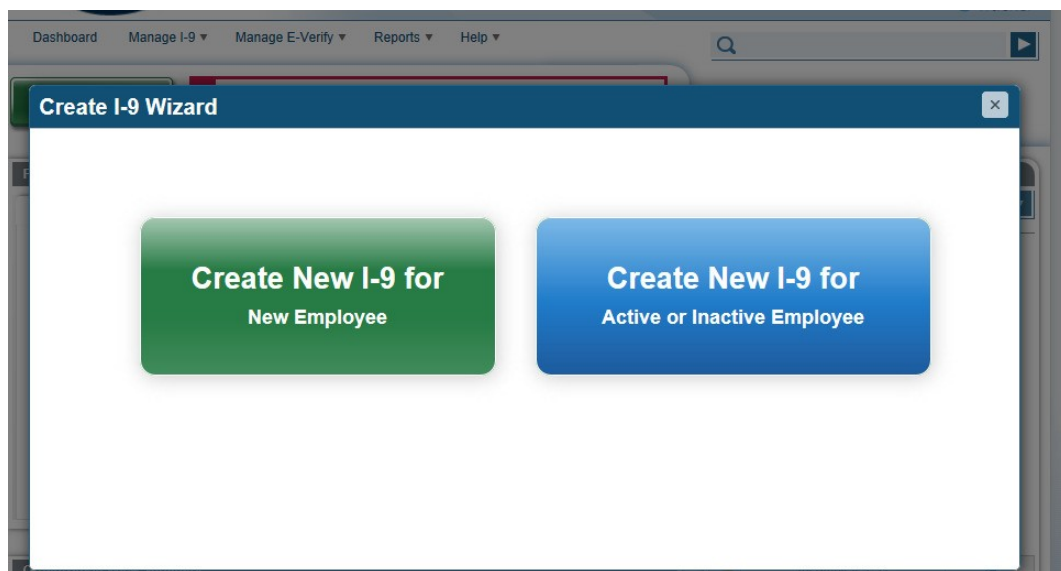


This screenshot is identical to the one above, but with a red arrow pointing to the 'Create New I-9' button, highlighting it as the primary action for creating a new record.

You can also select **Create New Form I-9** from the Manage I-9 dropdown menu.



Either approach will open the Create I-9 Wizard.



*Create New I-9 for New Employee Create  
New I-9 for New or Active Employee*

Select **Create New I-9 for New Employee** to create a new employee profile and create a new Form I-9. Select **Create New I-9 for an Active or Inactive Employee** to search for existing employee profiles in the Tracker I-9 Complete web portal and create a new Form I-9.

## Employee Profile

The Employee Profile is where basic information about the newly hired employee is entered and validated.

Required fields are marked with an asterisk. They are: **First Name**, **Last Name**, **Employer** and **Worksite**.

**Employee ID** – This is the employee's UID and will be populated automatically by PHR.

**Notes** – Enter any additional information the **Notes** field. It is recommended that each I-9 Manager tags notes they entered with their initials and a date for clarity and makes sure not to erase notes entered by other I-9 Managers. This field does not appear on the printed Form I-9.

You can click on **Save/Create I-9** which will give you the options

- Create New Form I-9 and start Section 1.
- Create Remote Access Form I-9 for section 1.
- Create Remote Access Form I-9 for Sections 1 & 2.

**Save** will save the Employee Profile and create an I-9 later.

**Cancel** will cancel your changes.

The screenshot shows the 'Employee Profile' form in the University of Maryland I-9 Tracker system. At the top, there is a navigation bar with links for Dashboard, Manage I-9, Manage E-Verify, Reports, and Help. A compliance reminder banner states: 'Compliance Reminder: Section 1 must be signed by the employee's first day of work for pay; Section 2 must be signed within three business days of the date employment begins.' The form is titled 'Employee Profile' and contains an 'Employee Information' section with the following fields: First Name (Required), Middle Name (Optional), Last Name (Required), Other Names Used (if any) (Optional), Social Security Number (format XXX-XX-XXXX), Employee ID (Optional), Employee Email Address (Optional), Date of Birth (Optional), Employer (dropdown menu showing 'University of Maryland, College...'), Worksite (Required, dropdown menu), and I-9 Manager (dropdown menu showing 'Chris Fukui'). A legend indicates that fields with an asterisk (\*) are required. At the bottom right of the form, there are three buttons: 'Save/Create I-9' (green), 'Save' (blue), and 'Cancel' (red). Below the form fields is a 'Notes' section with a large text area for entering additional information.

Employee Profile

## **Duplicate Employee Record**



The purpose of this feature is to prevent duplicate I-9 records from being created in error and to inform I-9 Managers when an employee is rehired and a Form I-9 is already on file.

After clicking [Save/Create I-9](#), a new Form I-9 tab will appear. Here the employee can type the information directly onto the page to complete Section 1. After following the data collection rules and saving the required information, Section 1 must be completed and electronically signed by the employee to add the record to the Form I-9 Audit History.



# Section 1

Employee Name: Bill Blass

I-9 Create Date:

Worksite: Headquarters for Jimmy's Car Wash

Section 1

Form I-9 Section 1: Employee Information and Attestation

I-9 Instructions: English | Español

Read This Before Filling Out Section 1 of the Form

Please note that Section 1 of the Form must be completed by the employee or by a preparer/translator if the employee cannot fill out the form on his or her own. If using a preparer/translator, a completed Preparer/Translator Certification will need to be provided.

Also this part of the Form must be completed no later than the time of hire - the same day that the employee actually begins his or her employment.

Please refer to the (i) button for more information on a specific field, or click the Form I-9 Instructions link for assistance.

A

Enter your name, date of birth, and Social Security Number (if applicable).

B

Enter your street address and city, state and postal code.

C

Enter your employment status and, if applicable, authorization expiration date and document information.

D

Sign the form using the paper or electronic process.

The red asterisk \* denotes a required field. A response must be provided wherever indicated to successfully complete Section 1 of the Form.

Anti-Discrimination Notice

It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on the individual's citizenship status, immigration status or national origin.

Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date does not constitute illegal discrimination.

If you have questions or need more information, call the Office of Special Counsel on Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit [www.justice.gov/crt/about/osc](http://www.justice.gov/crt/about/osc).

Save/Validate

A

Employee Name and Identification

First Name: \*

Middle Initial:

Last Name: \*

Other Names Used (if any): \*

Bill

Optional

Blass

Required

N/A (Not Applicable)

Social Security Number ⓘ

Date of Birth \*

XXX-XX-XXXX

Required

B

Employee Address and Contact Information ⓘ

Street Name and Number: \*

Apt Number:

Required

Optional

City: \*

State: \*

Zip Code: \*

Required

<None>

Required

Phone Number:

Email Address: ⓘ

Optional

Optional

Save/Validate

C

Employee Employment Status \*

I attest, under penalty of perjury, that the employee is (check one of the following):

☐ A citizen of the United States

☐ A noncitizen national of the United States ⓘ

☐ A lawful permanent resident ⓘ

☐ An alien authorized to work ⓘ

FIG. FORM I-9 SECTION 1

## Employee Name and Identification

Completed by the employee:

- **First Name** - Enter the first name for the employee. This field is required in order to save the I-9 record.
- **Middle Initial** - Enter the middle initial for the employee, if applicable.
- **Last Name** - Enter the last name for the employee. This field is required in order to save the I-9 record.
- **Other Names Used (if any)** – Provide all other names used, if any (including maiden name). If the employee has had no other legal names, check the **N/A (Not Applicable)** box. This field is required in order to save the I-9 record.
- **Social Security Number** - The social security number for the employee in the format of XXX-XX-XXX. This field is checked to ensure only valid numbers are accepted. This field is required in order to save the I-9 record if the employee is associated with a Worksite that has E-Verify enabled.
- **Date of Birth** - The date of birth for the employee in the format of mm/dd/yyyy. This field is required in order to save the I-9 record.

## Employee Address and Contact Information

Completed by the employee:

- **Street Name and Number** - Enter the full street address for the employee, not including an apartment number, if applicable. This field is required in order to save the I-9 record.
- **Apt Number** - Enter the apartment number (without the "Apt" prefix), if applicable.
- **City** - Enter the city for the address of the employee. This field is required in order to save the I-9 record.
- **State** - Enter the state or U.S. territory for the address of the employee from the dropdown list of valid choices. This field is required in order to save the I-9 record.
- **Zip Code** - Enter the zip code (5 digits) or the zip+4 code for the address of the employee. This field is required in order to save the I-9 record.
- **Phone Number** – Optional field to record the employee's phone number.
- **Email Address** - Optional field to record the employee's email address. Data entered into this field is validated to ensure that only a valid email address is entered.

### Section 1 Employee Employment Status Fields

## Employee Employment Status

Completed by the employee:

- **Employee Employment Status** - This field is required in order to save the I-9 record. Select one of the four possible radio buttons:

A citizen of the United States

A noncitizen national of the United States

A lawful permanent resident - Requires a nine digit A-Number/USCIS Number

An alien authorized to work - Requires either a nine digit A-Number/USCIS Number or an eleven digit Admission Number (select the matching radio button to choose which document number to add to the Form I-9)

- **Date authorized to work until** – Date that the employment authorization expires, if any. The date should be entered in the format of mm/dd/yyyy. If employment authorization does not expire (ex., refugees, aliases, etc.) then check the **N/A (Not Applicable)** box.
- **A-Number/USCIS Number** – 9 digits, required if no Admission Number
- **Admission Number** – 11 digits, required if no A-Number/USCIS Number
  - **Foreign Passport Number** – if an Admission Number is entered, a foreign passport number is required. In certain circumstances this is not necessary, and the employee can check the **N/A (Not Applicable)** box.
  - **Issuing Country** – if a foreign passport number is provided, choose the country that issued the passport here.

## Employee Signature

I-9 Complete provides the ability for the employee to sign electronically.

# Electronic Signature

Electronic Signature Paper Signature

**D** Provide an Electronic Signature Save/Validate

Warning IMPORTANT: Review all the information entered in Steps A, B and C and click Sign Form I-9 Electronically. If for any reason you are unable to complete this Form I-9, contact your hiring manager or HR Representative.

Employee Name (First, Last and Middle Initial) \*

1 Enter your legal name as your electronic signature:

2 Please enter and confirm the answer to the signature question listed below:

Please enter your father's birthplace.

Answer \* Confirm Answer \*

3 Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this Form.

☐ I Agree \*

+ Preparer/Translator Certificate (To be completed and signed if Section 1 is prepared by a person other than the employee)

4 Click "Sign Form I-9 Electronically" to complete the electronic signature.

Sign Form I-9 Electronically

## Section 1 Electronic Employee Signature Process

Select the **Electronic Signature** radio button. The first time an employee signs Section 1, they are required to:

1. Enter their full name in the **Employee Name (First, Last and Middle Initial)** textbox.
2. If applicable, enter and confirm the answer to the signature question listed. Answers should be entered in the **Answer** and **Confirm Answer** textboxes. If there are changes made to the I-9 that warrants Section 1 to be resigned by the employee, they will need to re-enter the same answer they provided for this signature question at that time. Adding a signature question when signing Section 1 is a Tracker I-9 Complete feature that can be configured by Users with a Client Admin role.
3. Check the **I Agree** box.
4. If applicable, complete the Preparer/Translator Certificate. This should only be completed and signed if Section 1 is prepared by a person other than the employee.
5. Click the **Sign Form I-9 Electronically** button.

## Preparer and/or Translator Certification

This set of fields is used to record the name and address of the person that assisted the employee when filling out Section 1 information. Click the + (plus) button to show the Preparer/Translator Certification to display this optional signing section. Click the – (minus) button if you wish to hide the Preparer/Translator signing section from the Section 1 signature. Please refer to the Form I-9 guidelines and your organization's policies on when

to offer assistance and how to store information on the preparer or translator who provided this assistance.

The following fields must be completed by the preparer or translator when completing this certification during Section 1 signing:

- **Last Name** - Have the preparer or translator enter their last name.
- **First Name** - Have the preparer or translator enter their first name.
- **Date** – Date Section 1 was completed by the preparer or translator in the format of mm/dd/yyyy.
- **Answer** and **Confirm Answer** - Have the preparer or translator answer the question and confirm the entry as a way to record their electronic signature.
- **Preparer's/Translator's Address** - Have the preparer or translator enter their complete mailing address.
  - **Street Name and Number**
  - **City**
  - **State**
  - **Zip Code**
- **Attestation** – Have the preparer or translator check the attestation box.

The screenshot shows the 'Provide an Electronic Signature' section of a Form I-9. At the top, there are tabs for 'Electronic Signature' (selected) and 'Paper Signature'. A red-bordered warning box states: 'Warning IMPORTANT: Review all the information entered in Steps A, B and C and click Sign Form I-9 Electronically. If for any reason you are unable to complete this Form I-9, contact your hiring manager or HR Representative.' Below the warning, the form is divided into numbered steps. Step 1: 'Enter your legal name as your electronic signature:' with a text box containing 'Test Employee'. Step 2: 'Please enter and confirm the answer to the signature question listed below:'. It asks for the father's birthplace with 'Answer' and 'Confirm Answer' text boxes. Step 3: 'Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this Form.' There is an 'I Agree' checkbox. Below this is the 'Preparer/Translator Certificate' section, which is noted as being for preparers/ translators. It contains fields for 'Last Name', 'First Name', and 'Date (MM/DD/YYYY)', each with a 'Required' label. Below these is a question: 'What is the name of your hiring manager?' with 'Answer' and 'Confirm Answer' text boxes. Then, there is a section for 'Preparer's/Translator's Address (Street Name and Number)' with a 'Required' label. Below that are fields for 'City', 'State' (a dropdown menu showing '<None>'), and 'Zip Code', each with a 'Required' label. At the bottom of this section is an attestation checkbox: 'I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct'. Step 4: 'Click "Sign Form I-9 Electronically" to complete the electronic signature.' At the bottom right of the form is a green 'Save/Validate' button, and at the bottom left is a green 'Sign Form I-9 Electronically' button.

## Section 1 Electronic Employee Signature with Preparer/Translator Certificate Displayed

Electronic Signature Paper Signature

**D** Record Paper Signature

To record a previously signed paper signature, you will need to confirm the name of the employee and enter the signature date indicated on the signed form. (The paper copy must be retained.)

**1** Name of Person Verifying I-9 Signature \*

Name: Test Employee

**2** Signature Date: Required

**3** Preparer/Translator Certificate (To be completed and signed if Section 1 is prepared by a person other than the employee)

Save/Validate

Last Name \* First Name \* Date (MM/DD/YYYY) \*

Required Required Required

Question: What is the name of your hiring manager?

Answer: \* Confirm Answer: \*

Preparer's/Translator's Address (Street Name and Number) \*

Required

City \* State \* Zip Code \*

Required <None> Required

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct \*

**3** Click "Confirm Paper Signature" to complete the signature requirement.

Confirm Paper Signature

## Section 1 Paper Employee Signature with Preparer/Translator Certificate Displayed

### Under Age 18 Employees

When I-9 Complete detects that an employee is under the age of 18, a warning prompt appears during the signing process to inform you when to follow special rules. Based on which identity and work authorization documents the employee has will determine how to handle this scenario. Refer to the USCIS I-9 Handbook for Employers (M-274) for more information about the legal requirements.

You cannot use the Remote Hire link for Employees under the age of 18.

If the employee is under the age of 18 and cannot produce an acceptable List A or List B document, check the box directly beneath Provide an Electronic Signature. This will require having a parent or guardian sign as the Preparer/Translator in Section 1.



Electronic Signature Paper Signature

**D** Provide an Electronic Signature

☒ The employee is under the age of 18 and cannot produce a List A or List B document type for Section 2. 'INDIVIDUAL UNDER AGE 18' will automatically appear in the 'Print Employee Name' field and the parent or legal guardian must complete the Preparer and/or Translator Certification.

Warning IMPORTANT: Review all the information entered in Steps A, B and C and click Sign Form I-9 Electronically. If for any reason you are unable to complete this Form I-9, contact your hiring manager or HR Representative.

Employee Name (First, Last and Middle Initial) \*

1 Enter your legal name as your electronic signature:

2 Please enter and confirm the answer to the signature question listed below:

Please enter your father's birthplace.

Answer \* Confirm Answer \*

3 Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements in connection with the completion of this Form.

☐ I Agree \*

Last Name \* First Name \* Date (MM/DD/YYYY) \*

Required Required Required

To re-sign, enter the previously provided answer to the security question. Alternatively, click Reset.

Answer: \* Confirm Answer: \*

Preparer's/Translator's Address (Street Name and Number) \*

Required

City \* State \* Zip Code \*

Required <None> Required

☐ I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct \*

4 Click "Sign Form I-9 Electronically" to complete the electronic signature.


[Sign Form I-9 Electronically](#)

For employees under age 18 that cannot produce a List A or List B document type in Section 2, enter 'INDIVIDUAL UNDER AGE 18' in the Employee Name field and have the parent or legal guardian complete and sign the Preparer and/or Translator Certification.

Section 1 Employee Signature for New Hire Under the age Of 18

## Employee Receipt

At any time after signing Section 1, a .pdf copy of Form I-9 is available under the Audit History section for viewing, emailing, or printing as necessary.

Audit History			
Section	Date	Audit History Event	Signature
1 	11/05/2013 10:35 AM	Signed Section 1	John M Thomas

Location of Form I-9 Under the Audit History Section

# Amend Section 1

If any changes are made to Section 1 after the new hire has signed it, it must be amended electronically in order to make those changes permanent in the Form I-9 Audit History.

I-9 Complete recognizes when a change has occurred to Section 1 and alerts the I-9 Manager that it must be amended through a popup window. The I-9 Manager needs to select who is amending Section 1 from the **Editor's Identity** dropdown menu and then have the appropriate person check the **I Agree** checkbox and click **Save & Acknowledge Updates**. If Employee is selected as the editor, they may be prompted to re-answer the signature question that was posed to them when they initially signed Section 1. USCIS Best Practices states that the Employee should be making any changes needed to Section 1.




*Popup Window That Appears When Section 1 Needs to Be Amended*

The Electronic Amendment will appear at the bottom of the Section 1 tab of Form I-9 and under the Audit History Section of the Summary tab.



Test Employee - Electronically Signed on 2/3/2014
Test Employee - Electronically Amended on 2/3/2014

*Amendment Editor and Date Documented On Section 1 Tab*

Audit History			
Section	Date	Audit History Event	Signature
1 	02/03/2014 01:21 PM	Amended Section 1	John Smith
1 	02/03/2014 01:19 PM	Amended Section 1	Test Employee
1 	02/03/2014 01:04 PM	Signed Section 1	Test Employee

*Section 1 Amendment Recorded Under Audit History*

## Section 2

Section 2 on the Form I-9 page is the place where the employer is required to enter information related to employment and eligibility. The I-9 Manager requests documentation from the employee and enters the provided information according to a strict set of rules.

After following the verification rules and saving required information, Section 2 must be signed by a representative of the organization to store the information in the Form I-9 Audit History.

The screenshot displays the 'Form I-9 Section 2: Employer Review and Verification' interface. At the top, there are tabs for 'Summary', 'Section 1', and 'Section 2', with 'Section 2' being the active tab. To the right of the tabs are buttons for 'Upload File' and 'Delete I-9'. Below the tabs, the title 'Form I-9 Section 2: Employer Review and Verification' is shown, along with a link for 'I-9 Instructions: English | Español'.

A yellow box titled 'Read This Before Filling Out Section 2 of the Form' contains instructions: 'Employers must complete Section 2 by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, Section 2 must be completed at the time employment begins. If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of an acceptable document(s).' It also includes a note: 'The red asterisk \* denotes a required field. A response must be provided wherever indicated to successfully complete Section 2 of the Form.'

Below the instructions are three steps: A. Review and record the document title(s), issuing authority(ies), document number(s), and expiration date(s) if any. B. Enter the employee's first day of employment, confirm the business name and address, and then save and validate. C. Review Sections 1 and 2 and then use the Paper or Electronic process to sign and verify.

A 'Validation Summary' box indicates a 'Must be fixed before signing' error: 'Section 2 Document(s) not specified. To Do: Edit Section 2 and enter the Start Date.' A 'Save/Validate' button is present.

The main form area is divided into two sections. Section A, 'Employment Verification Documents', is marked with a red asterisk and includes a note: '(The Employee must present one document from List A OR one document from List B and List C)'. It instructs the user to use a drop-down menu to select a document from List A or one from List B and C, then enter the respective document number(s) and expiration date(s). Below this are three drop-down menus for 'List A', 'List B', and 'List C', each with a 'Select' option.

Section B, 'Employment Information', includes fields for 'Employer' (Sample Employer), 'Worksite' (Headquarters for Sample Empl...), and 'Business Name' (Sample Employer(101 First Street, Atlanta Georgia 30062)). It also has a 'Date employee began employment' field marked with a red asterisk and a 'Required' label, and a checkbox for 'Employee hired for three days or less'.

Form I-9 Section 2

## Section 2 Data Entry

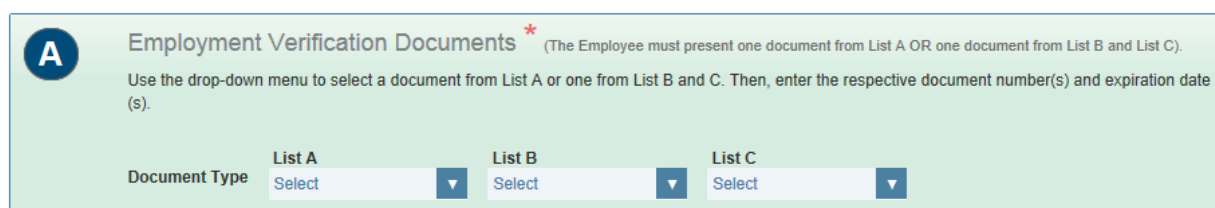
Employers must complete Section 2 by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, Section 2 must be completed at the time employment begins. If an employee is unable to present a required document

(or documents), the employee must present an acceptable receipt(s) in lieu of an acceptable document(s).

In Section 2 you can enter or modify information in one or more fields. Section 2 is broken up into Employment Verification Documents and Employment Information.

## Employment Verification Documents

When Section 2 documents have not yet been selected on the Form I-9, the following is shown. You must click on any of the **List A**, **List B** or **List C** dropdowns to select the document(s) that has been presented by the employee.



The screenshot shows a section titled "Employment Verification Documents" with a red asterisk. Below the title is a note: "(The Employee must present one document from List A OR one document from List B and List C)." Below this note is a sub-instruction: "Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date (s)." At the bottom, there are three dropdown menus labeled "List A", "List B", and "List C". Each dropdown menu has a "Select" button and a downward arrow. The "Document Type" label is positioned to the left of the "List A" dropdown.

*Section 2 Documents before selection*

## Selecting List A or List B and List C Documents

The popup window that appears when you click on any of the dropdowns to select documents while completing Section 2 is displayed below. Options available are based on the employee's employment status selected in Section 1. In the following example the employee is listed as a citizen of the United States according to Section 1 and the available set of documents includes only legally acceptable documents that a citizen of the United States can present.

**Select a Document from List A - OR - one from both List B and C**

**List A** (Documents Both Identity & Employment Eligibility)

☐ U.S. Passport or U.S. Passport Card

☐ Permanent Resident Card or Alien Registration Receipt Card

☐ Foreign Passport with I-551 Stamp or temporary I-551 printed notation on a machine-readable immigrant visa

☐ Employment Authorization Document (I-766)

☐ Foreign Passport with I-94

☐ Marshall Islands or Micronesia Passport

**List B** (Documents Identity)

☐ Driver's License or Non-driver's ID Card

☐ U.S. Military card or draft record

☐ Military dependent's ID card

☐ Canadian Driver's License

☐ ID card issued by a government agency

☐ School ID card with a photograph

☐ Special Placement

☐ U.S. Coast Guard Merchant Mariner Card

☐ Voter's Registration Card

☐ Native American tribal document

**Under 18 without the Above**

☐ Individual under age 18

☐ Clinic, doctor or hospital record

☐ Day-care or nursery school record

☐ School record or report card

**List C** (Documents Employment Authorization)

☐ Social Security Account Number Card

☐ Birth Certificate (U.S.)

☐ Certification of Birth Abroad

☐ Certification of Report of Birth

☐ DHS Employment Authorization Document

☐ Resident Citizen ID Card

☐ U.S. Citizen ID Card

☐ Native American tribal document

**U.S. Passport or U.S. Passport Card**

1

**Description** | **Samples and Doc. # Locator** | **E-Verify Info**

Must be unexpired. Both the U.S. Passport (book) and the U.S. Passport Card (wallet-size) are issued by the U.S. Department of State to U.S. citizens and nationals. The U.S. Passport Card has been in production since July 14, 2008. There are a small number of US Passport versions still valid and in circulation that may differ from the sample image. US Passport numbers typically consist of 9 digits. The U.S. Passport Card number begins with the letter "C", followed by 8 digits.

**Continue with Selected Document(s)**

**IF YOU HAVE E-VERIFY:** The document selected must be copied and retained with the employee's I-9 record. The photocopy must be of sufficient quality to allow for verification of the photo and written information.

Section 2 Document select window

When a document is selected, a full **Description** appears to the right along with **Samples and Doc. # Locator** and **E-Verify Info**. Once you have selected a List A or a List B and a List C document, you can click **Continue with Selected Document(s)** button to continue.

## Entering Document Details

After selecting the document types and clicking **Continue with Selected Document(s)** to close the document selector window, Section 2 will refresh and allow you to enter details about the List A or the List B and List C document types selected. The I-9 Manager must review the documents in person and enter the Issuing Authority, Document Number, and the Expires date if applicable.

- **Issuing Authority** - Enter the federal, state, local, or other entity that issued the document presented by the new hire. The Issuing Authority may have a default value that automatically appears, which should be modified to match the actual document.
- **Document #** - Enter the full document number for the document presented by the new hire.

- **Expires** - Enter the expiration date for the document selected and presented as evidence. For document types that do not have an expiration date like a Birth Certificate, the Expires textbox is disabled. In most cases when the document requires an expiration date, the Expires date must not be in the past. Certain Section 2 documents can have a blank expiration date to account for exception cases (e.g. Washington State Driver's License, legacy Alien Registration Receipt Card). An alert message pop-up appears when a Section 2 document expiration is blank.
- **Attach File** - Scan all documentation as part of the Form I-9 process, browse to the scanned file on your system to attach it to the record. The document should be scanned copy of the document in GIF, JPG, or PDF format. Upon saving the section, the file is uploaded to the I-9 Complete web portal and stored with the I-9 record.
- **Employee presented and acceptable receipt in lieu of an original document** - Check this box if the employee provided employment eligibility document receipts so that you can receive reminders when work authorization documents are due.

When the List B document **Driver's License or Non-driver's ID Card** is presented, a few additional fields are required:

**Driver license/ID** - Select whether the document is a Driver's License or ID Card from the dropdown.

**State** – Select the state that issued this document from the dropdown.

When the citizenship status is "alien authorized to work" and the employee presents the List A document **Foreign Passport with I-94**, additional fields will be displayed which must be entered:

**Country of Issuance** – Select the country that issued the foreign passport from the dropdown.

**I-94 Issuing Authority** - This will be pre-populated with 'DHS.'

**I-94 Document #** - This is also known as the 'admission number.'

**I-94 Expires** - Enter the expiration date found on the I-94. For some visa holders, the I-94 may be stamped "D/S" for duration of stay. If this is the case, the employee must also present either the Form I-20 or Form DS-2019 (these can be selected from the Additional Documents dropdown). Selecting either of these will display additional fields to record the **Issuing Authority**, **Document #**, and **Expires** date. With either choice, the D/S box next to the I-9 Expires field should be checked.

Note: I-9 Complete displays error messages when invalid data is entered into any of these fields and requires you to correct the information in order to proceed and save Section 2.

A

### Employment Verification Documents \*

(The Employee Must Present One Document from List A OR one document from List B and List C).

Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date (s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

List B

Document Type:	Driver's License or Non-driver's ID Card <span style="color: red;">*</span>
	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Reselect from list</span>
Driver license/ID:	Driver's License <span style="float: right;">▼ <span style="color: red;">*</span></span>
State:	New Jersey <span style="float: right;">▼ <span style="color: red;">*</span></span>
Issuing Authority:	NJ Motor Vehicle Commission <span style="color: red;">*</span>
Document #:	ABC1234567 <span style="color: red;">*</span>
Expires:	1/21/2018 <span style="float: right;">📅 <span style="color: red;">*</span></span>
Attachment	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Attach File</span>

☐ Employee presented an acceptable receipt in lieu of an original document in List B (i)

List C

Document Type:	Birth Certificate (U.S.) <span style="color: red;">*</span>
	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Reselect from list</span>
Issuing Authority:	New Jersey Health Department <span style="color: red;">*</span>
Document #:	A1B2C3D4E5 <span style="color: red;">*</span>
Expires:	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Attachment	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Attach File</span>

Save/Validate

☒ Employee presented an acceptable receipt in lieu of an original document in List C (i)

*Example List B and List C Documents Selected For A U.S. Citizen*

A

### Employment Verification Documents \*

(The Employee Must Present One Document from List A OR one document from List B and List C).

Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date (s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

List A

Document	Foreign Passport with I-94 <span style="color: red;">*</span>
	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Reselect from list</span>
Issuing Authority:	Australia <span style="color: red;">*</span>
Country of Issuance:	AUSTRALIA <span style="float: right;">▼ <span style="color: red;">*</span></span>
Passport Document #:	134651324 <span style="color: red;">*</span>
Expires:	3/31/2018 <span style="float: right;">📅 <span style="color: red;">*</span></span>
I-94 Issuing Authority:	DHS <span style="color: red;">*</span>
I-94 Document #:	78498465484 <span style="color: red;">*</span>
I-94 Expires:	D/S <span style="float: right;">📅 <span style="color: red;">*</span></span>
Additional Documents: <span style="float: right;">(i)</span>	F-1/M-1 Employee (Form I-20) <span style="float: right;">▼</span>
I-20 Issuing Authority:	University of California <span style="color: red;">*</span>
I-20 Document #:	N1234567898 <span style="color: red;">*</span>
I-20 Expires:	06/23/2015 <span style="float: right;">✕ 📅 <span style="color: red;">*</span></span>
Attachment	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Attach File</span>

Save/Validate

☐ Employee presented an acceptable receipt in lieu of an original document in List A (i)

*Example List A Document Selected For an Alien Authorized To Work*



## Changing Selected Documents

Once document information is entered and before the E-Verify process has begun, a [Click here to Clear Documents](#) link appears directly above the Employment Verification Documents that were selected. Clicking this link allows you to reset the document selector and start over. It is important to note that clearing the documents also clears any data entered for the previously selected documents such as document number, attachments, and expiration date.

## Employment Information

Enter the following information:

- **Employer** – By default, The University of Maryland is selected. This selection appears on the Form I-9.
- **Worksite** - Select the correct Worksite for the employee from the dropdown list, which includes the all units the I-9 manager has access to. This worksite address appears on the Form I-9.
- **Business Name** – This field displays the Business Name and Address that will appear in Section 2 of the Form I-9.
- **Date employee began employment** - Enter the date the employee began employment at the company in the format of mm/dd/yyyy. This field is critical and determines various deadlines for signing and processing the Form I-9.
- **Employee hired for three days or less** – Check this box if applicable. This will also determine various deadlines for signing and processing the Form I-9.

A screenshot of a web form titled "Employment Information" with a blue circular icon containing the letter "B". The form has a light green background. It contains several input fields: "Employer" with the value "Sample Employer", "Worksite" with the value "Headquarters for Sample Employer", and "Business Name" with the value "Sample Employer(101 First Street, , Atlanta, Georgia 30062)". There is an information icon (i) next to the Business Name field. Below these fields is a "Date employee began employment:" field with the value "11/12/2013" and a calendar icon. To the right of the date field is a checkbox labeled "Employee hired for three days or less" which is currently unchecked. There are also information (i) and help (?) icons next to the date field.

*Section 2 Employment Information Fields*

## Employer Signature

The employer representative must sign section 2 of the I-9 record.

## Electronic Signature

Electronic Signature   Paper Signature   **Save/Validate**

**C**   **Employer Electronic Verification**

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and relate to the employee named, that the employee began employment on the above-named date and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

**1** Enter your legal name and title:

**2** Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements in connection the the completion of this Form.  
☒ I Agree

**3** Click "Sign Form I-9 Electronically" to complete the electronic signature.

**Sign Form I-9 Electronically**

### *Section 2 Electronic Employer Signature Process*

To sign Section 2 the I-9 Manager is required to:

1. Read the Certification text
2. The **Enter your legal name and title** textbox will already contain the full name of the logged in I-9 Manager User and cannot be edited.
3. The **Title or Position** textbox will already contain the title of the logged in I-9 Manager and cannot be edited.
4. Click the **I Agree** checkbox.
5. Click the **Sign Form I-9 Electronically** button to complete the electronic signature of Section 2.

## Amend Section 2

If any changes are made to Section 2 after the I-9 Manager has signed it, you must electronically amend the document to make those changes permanent in the Form I-9 Audit History. I-9 Complete recognizes when a change has occurred to Section 2 and alerts the I-9 Manager to amend the section through a popup window.








A screenshot of a web application popup window titled "Electronic Amendment" with a close button (X) in the top right corner. Inside the window, there is a red-bordered box containing the text: "By clicking Save & Acknowledge Updates, I acknowledge that I am updating a value of this electronic Form I-9 record." Below this, the "Editor's Name" is displayed as "John Smith" in a light blue input field. Underneath the name field is a checked checkbox followed by the text "I Agree". At the bottom right of the window, there are two buttons: a green button labeled "Save & Acknowledge Updates" and a red button labeled "Cancel & Revert to Saved".

Popup Window That Appears When a Change Has Been Made To Section 2

Check the **I Agree** box and click **Save & Acknowledge Updates** to amend the section. The Electronic Amendment will appear at the bottom of the Section 2 tab of Form I-9 and under the Audit History Section of the Summary tab.

A screenshot showing two stacked blue rectangular boxes. The top box contains the text "John Smith - Electronically Signed on 2/3/2014". The bottom box contains the text "John Smith - Electronically Amended on 2/3/2014".

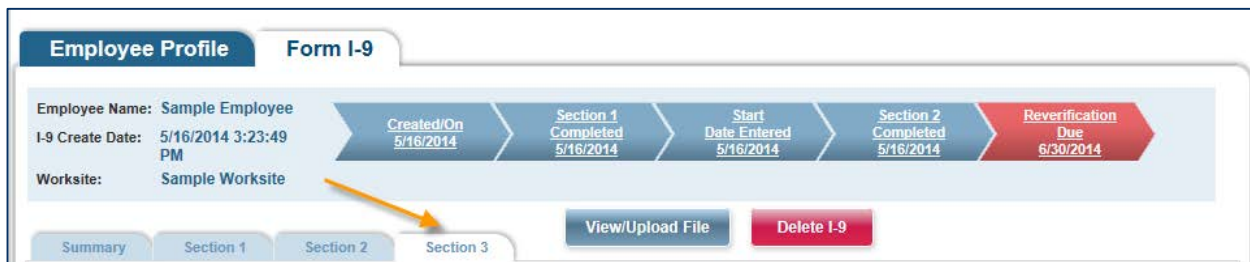
Amendment Editor and Date Documented On Section 2 Tab

Audit History			
Section	Date	Audit History Event	Signature
2 	02/03/2014 01:31 PM	Amended Section 2	John Smith
2 	02/03/2014 01:30 PM	Signed Section 2	John Smith
1 	02/03/2014 01:21 PM	Amended Section 1	John Smith
1 	02/03/2014 01:19 PM	Amended Section 1	Test Employee
1 	02/03/2014 01:04 PM	Signed Section 1	Test Employee

Section 2 Amendment Recorded Under Audit History Section

## Section 3

The most common usage for Section 3 of the Form I-9 is to re-verify employees whose employment eligibility is expiring. The updating and re-verification of expiring work authorization is a key component of keeping Form I-9 records compliant.



The screenshot shows the 'Employee Profile' and 'Form I-9' tabs. Below the tabs, there is a summary of the employee's information: Employee Name: Sample Employee, I-9 Create Date: 5/16/2014 3:23:49 PM, and Worksite: Sample Worksite. A horizontal timeline shows the progression of the form: Created/On 5/16/2014, Section 1 Completed 5/16/2014, Start Date Entered 5/16/2014, Section 2 Completed 5/16/2014, and Reverification Due 6/30/2014. At the bottom, there are tabs for Summary, Section 1, Section 2, and Section 3. The Section 3 tab is highlighted with an orange arrow. To the right of the tabs are buttons for 'View/Upload File' and 'Delete I-9'.

The Section 3 tab is located under the Form I-9 tab

## Section 3 Tab

The Section 3 tab is accessible from the Form I-9 tab only after both Section 1 and Section 2 have been signed. Once the Form I-9 has been completed, Section 3 information can be added to the I-9 Record by clicking the Create New Section 3 bar at the bottom of the Section 3 tab.

**Form I-9 Section 3: Updating and Reverification**

Read This Before Filling Out Section 3 of the Form

Employers must complete Section 3 when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in Section 1 (if any). Employers CANNOT specify which document(s) they will accept from an employee.

- A** If the employee's name has changed since this form was last updated, use the boxes to record his or her new name.
- B** If the employee is rehired within three years of this form's original completion date and his or her employment authorization has remained unchanged since originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form, complete B.
- C** If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired or is about to expire, complete B; then examine any document that reflects the employee is authorized to work in the United States and go to C to record the document title, document number, and expiration date (if any).
- D** Use the text box to record any relevant tasks or notes.
- E** Once you have updated or reverified the information use the Paper or Electronic Signature to complete the verification.

The red asterisk \* denotes a required field. A response must be provided wherever indicated to successfully complete Section 3 of the Form.

Create New Section 3

Form I-9 and Create New Section 3 Bar

## Add Section 3 - New Name

Adding Section 3 information to an I-9 Record can be used to record changes to an employee's name. Updating the name will NOT update the entire I-9 Record, and all previously signed Form I-9 items are preserved for comparison.

To record an employee's new name, click the **Create New Section 3** bar. Enter the new version of the employees name in the **Last Name**, **First Name**, and **Middle Initial** (if applicable) **Name Fields** under Step A. Review the certification statement in the **Employer Electronic Verification** Section (Step E), check the **I Agree** box and sign using electronic or paper signature. Click the **Sign Form I-9 Electronically** button to complete the process.

Create New Section 3

**A** New Name (if applicable)

Last Name:  First Name:  Middle Initial:

Note: adding a New Name will NOT change the employee's name on the Employee Profile or Section 1 of the I-9 Record

Section 3 add New Name

## Add Section 3 - Rehire Employee

One reason for adding Section 3 information to an I-9 Record is to rehire an employee within three years of the date the initial Form I-9 was originally completed. Consult your organization policy manual to determine if Section 3 should be used to rehire a previous employee or if a new Form I-9 should be created instead.

To rehire an employee, click the **Create New Section 3** bar. Enter the **Date of Rehire** under Step 3 and remember that if the termination date was set previously, it will be automatically cleared after this section is signed. For rehired employees that have expired work authorization documents or need to provide new evidence of employment eligibility, fill out the **Employment Verification Documents** section (Step B) as described in [Add Section](#)

3 – Re-verification below. The **New Name** fields (Step A) can be used to update the employee's name at the same time if applicable. (see above) Finally, review the certification statement in the **Employer Electronic Verification** section (Step E) and sign using the electronic or paper signature. Click the **Sign Form I-9 Electronically** button to complete the process.

C	Date of Rehire	Note: Terminated date will be cleared if Rehire Date is entered
	05/27/2014	

### Section 3 Rehire Employee

## Add Section 3 – Re-verification

The most critical reason for adding Section 3 information to an I-9 Record is to re-verify employment eligibility when work authorization documents are about to expire. An employee must provide new or updated proof of employment eligibility on or before their current employment eligibility document expires.

To re-verify an employee, click the **Create New Section 3** bar. Under **Employment Verification Documents** (Step B) click on the **Document Type** drop-down menu and select a document from List A or C as shown in the **Document Selection** pop-up. (NOTE: List B documents never require re-verification.) Next enter the **Issuing Authority**, **Document #**, and **Expires** date similar to filling out **document information in Section 2**. The employee may also present a receipt in lieu of an original document. The same guidelines apply for Section 3 Receipt Re-verification as those for Section 2. The **New Name** fields can be used to update the employee's name at the same time if applicable. (see above) Finally, review the certification statement in the **Employer Electronic Verification**

section and sign using electronic or paper signature. Click the **Sign Form I-9 Electronically** button to complete the process.

**List A** (Documents Both Identity & Employment Eligibility)

☒ U.S. Passport or U.S. Passport Card
 ☐ Employment Authorization Document (I-766)

☐ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
 ☐ Foreign Passport with I-94 or I-94A

☐ Temporary I-551 Stamp or Notation
 ☐ Marshall Islands or Micronesia Passport

**List B** (Documents Identity)

**List C** (Documents Employment Authorization)


☐ Social Security Account Number
 ☐ Certification of Birth Abroad (Form FS-545)

☐ DHS Employment Authorization Document
 ☐ Certification of Report of Birth (DS-1350)

☐ Native American tribal document
 ☐ Resident Citizen ID Card (Form I-179)

☐ Birth Certificate (U.S.)
 ☐ U.S. Citizen ID Card (I-197)

Continue with Selected Document(s)



**U.S. Passport or U.S. Passport Card**

1

Description

Must be unexpired. Both the U.S. Passport (book) and the U.S. Passport Card (wallet-size) are issued by the U.S. Department of State to U.S. citizens and nationals. The U.S. Passport Card has been in production since July 14, 2008. There are a small number of US Passport versions still valid and in circulation that may differ from the sample image. US Passport numbers typically consist of 9 digits. The U.S. Passport Card number begins with the letter "C", followed by 8 digits.

### Section 3 Re-verification Document Selection Pop-Up

B

**Employment Verification Documents** ⓘ

<b>Document Type:</b>	U.S. Passport or U.S. Passport... ▼
<b>Issuing Authority:</b>	US Department of State
<b>Document #:</b>	999999999
<b>Expires:</b>	1/21/2018
<b>File Attachment:</b>	<input style="width: 80%;" type="text"/> <input style="background-color: #0070c0; color: white; padding: 2px 5px; border: none;" type="button" value="Attach File"/>

☐ Employee presented an acceptable receipt in lieu of an original document

### Section 3 Employment Verification Documents

## Delete Section 3

A Section 3 item can be removed from the I-9 Record at any time if it was added by mistake or if the information entered was not accurate and needs to be re-entered. Click the **Delete** button on any Re-verified section listed on the Section 3 tab to permanently remove it. You will be prompted to confirm the operation, which cannot be undone. Section 3 items cannot be edited and can only be added to or deleted from the I-9 Record. To preserve the Form I-9 Signing History and change report, deleting a Section 3 will update the history to reflect the removal of the signed Section 3.

Create New Section 3

iCIMS Manager - Reverified 5/16/2014

A

**New Name (if applicable)**

**Last Name:**

**First Name:**

**Middle Initial:**

**Note:** adding a New Name will NOT change the employee's name on the Employee Profile or Section 1 of the I-9 Record

B

**Employment Verification Documents** ⓘ

<b>Document Type:</b>	U.S. Passport or U.S. Passport Card
<b>Issuing Authority:</b>	US Department of State
<b>Document #:</b>	999999999
<b>Expires:</b>	1/21/2018
<b>File Attachment:</b>	<input style="width: 80%;" type="text"/> <input style="background-color: #0070c0; color: white; padding: 2px 5px; border: none;" type="button" value="Attach File"/>

☐ Employee presented an acceptable receipt in lieu of an original document

### Delete Section 3

Section	Date	Audit History Event	Signature
3	05/16/2014 03:54 PM	Deleted Section 3	iCIMS Manager
3	05/16/2014 03:50 PM	Signed Section 3	iCIMS Manager
2	05/16/2014 03:25 PM	Signed Section 2	iCIMS Manager
1	05/16/2014 03:23 PM	Signed Section 1	Sample Employee

*Audit History Showing Section 3 As Deleted*

## Notes and Tasks Fields

I-9 Managers can use the **Notes** field under the **Employee Profile**. Enter any additional information in the **Notes** field. It is recommended that each I-9 Manager tags notes they entered with their initials and a date for clarity and makes sure not to erase notes entered by other I-9 Managers. This field does not appear on the printed Form I-9.

## Form I-9 Section 3 Addendum

Unlike the paper Form I-9 that is limited to one Section 3, Tracker I-9 allows you to add more than one Section 3 to any I-9 Record. In order to support multiple Section 3 items when viewing, saving, and printing the Form I-9 PDF, I-9 Complete adds an addendum to the end. Each addendum page can display information for up to four Section 3 items associated with the I-9 Record and as many addendum pages can be added as necessary. Section 3 items displayed on the Updating and Re-verification Page and on the Form I-9 PDF are always sorted in date signed order, from the earliest to the latest.

## Re-verification Rules - Expiration Dates

An I-9 Record displays the next action as **Re-verification Due** with a due date for when the employee's authorization will expire. I-9 Complete follows a number of rules to determine the earliest date that re-verification will be required. The rules are in place to ensure re-verification alerts are as early as may be necessary given the complexity of many employment eligibility situations and work authorization documents.

When an I-9 Record does not have a Section 3, the due date is calculated as the earliest of the Section 1 employee supplied alien authorized to work date OR the Section 2 expiration date for a List A or List C document.



After at least one Section 3 has been completed with a List A or C document, the due date is calculated as the expiration date of the List A or C document for the most recently signed Section 3.

## Validation Alerts

The Form I-9 Validation Alerts box appears on the Summary tab of the Form I-9 page, providing error and warning alerts to ensure the Form I-9 is created and signed in a compliant manner. There are three types of Validation Alerts that can be shown based on the problems and issues located.

The screenshot shows the 'Form I-9 Record Summary Information' page. At the top, there's a header with 'Employee Profile' and 'Form I-9'. Below this, employee details are listed: Employee Name: John Thomas, I-9 Create Date: 11/5/2013 10:34:09 AM, Worksite: Headquarters for Sample Employer. A progress bar shows 'Created/On 11/05/2013', 'Section 1 Completed 11/05/2013', and 'Start Date Entered 11/05/2013'. Below the progress bar are tabs for 'Summary', 'Section 1', and 'Section 2'. The 'Summary' tab is active, showing 'I-9 Record Summary Information'. Under this, there's a 'Form I-9 Alerts' section with two columns: 'Section 1' and 'Section 2'. The 'Section 1' column lists several warnings (yellow triangles) and errors (red X's): 'Middle name is blank.', 'SSN is blank.', 'SSN is required because this Form I-9 will be processed through E-Verify.', 'Address is blank.', 'City is blank.', 'State is blank.', and 'Zip code is blank.'. The 'Section 2' column lists two errors: 'Section 2 Document(s) not specified.' and 'Section 2 requires Employer Signature.'. Below the alerts is an 'Audit History' table with columns: Section, Date, Audit History Event, and Signature. The table shows one entry: Section 1, Date 11/05/2013 10:35 AM, Audit History Event Signed Section 1, and Signature John M Thomas.

Section 1 And 2 Alerts for an I-9 Record

## Form I-9 Validation Alerts Key

	Curable Error	Must be fixed before signing either Section 1 or 2.
	Incurable Error	Form I-9 compliance issues that cannot be fixed but can be addressed via an audit.
	Warning	For Form I-9 fields that are not required and for general areas of concern.

## Handling Curable Errors

All curable errors listed for a section must be corrected before that section can be signed. When you try to sign or re-sign Section 1 or 2, a red error message will appear if there are curable errors that must be fixed.

## Handling Incurable Errors

Incurable errors can arise that cannot be fixed given the existing data in the I-9 record. For example if Section 1 is not signed as of the Start Date and instead signed the next day, an incurable error is listed in the Validation Alerts box. Since it is too late to fix this issue, an incurable error remains with the I-9 record.

## Handling Warnings

The Form I-9 Alerts box lists warnings, which are general areas to be concerned with, including optional data fields that you might have missed by mistake. Warnings are not a major concern most of the time, but can alert you by providing useful assistance and suggestions.

## Create a New Remote Access Form I-9

---

The New Remote Access Form I-9 feature in Tracker I-9 Complete allows employees to complete Section 1 remotely. This feature will send an email to the new hire with a link to a web form so that they can fill out their Form I-9 Section 1 securely from home or at their desk.

## Steps to Create a New Remote Access Form I-9

1. Click **Create New I-9** from the Dashboard page or Create New Form I-9 from the Manage I-9 menu.
2. Click Create New I-9 for New Employee option from the Create I-9 Wizard popup.
3. Enter the employee's **First Name**, **Last Name**, **Employer**, and **Worksite**. The **Middle Name**, **Other Names Used (if any)**, **Social Security Number**, **Employee ID**, **Employee Email Address**, **Date of Birth** and **I-9 Manager** fields are all optional for this step. Click **Save**.
4. Click **Create a New Form I-9** and select the **Create a New Remote Access Form I-9** radio button.
5. Enter the employee's **Start Date** and **Email Address** and click **Continue**.
6. A confirmation popup message will appear. Click **OK** to proceed.
7. The next action due for this employee under their Progress Bar will appear as **Complete Section 1**.
8. An email message will be sent to the employee's email address welcoming them to the University of Maryland and requesting they click a link to complete Section 1 of the Form I-9.



- The responsible I-9 Manager has three days from the start date to complete Section 2 in person with the employee who will present their work authorization documents for inspection.

The screenshot shows the 'Employee Profile' form. The 'Employee Information' section includes fields for First Name (Test), Middle Name (Optional), Last Name (Employee), Other Names Used (if any) (Optional), Social Security Number (XXX-XX-XXXX), Employee ID (Optional), Employee Email Address (Optional), Date of Birth (Optional), Employer (Sample Employer), Worksite (Headquarters for Sample Empl...), and I-9 Manager (Jack Smith). A 'Delete Profile' button is in the top right. Below the form is a 'Form I-9 Record Summary' section with buttons for 'Review/Edit Selected I-9' and 'Create a New Form I-9'. A modal window titled 'Create New Form I-9' is open, showing options to 'Create New Form I-9' or 'Create a New Remote Access Form I-9'. The 'Create a New Remote Access Form I-9' option is selected, and the modal contains fields for 'Enter Start Date (MM/DD/YYYY)' (11/18/2013) and 'Enter or Edit Employee Email Address' (testemployee@test.com). Buttons for 'Continue' and 'Cancel' are at the bottom of the modal.

Create a New Remote Access Form I-9

## E-Verify

E-Verify is a process used to verify a new hire's identity and authorization to work in the United States.

Once you have completed the Form I-9 for a new employee by filling and signing Section 1 and Section 2, an **E-Verify** tab will open next to the **Form I-9** tab and you will land on the **E-Verify: Preview and Verify Case Details** page. Here you can preview the Form I-9 information, make changes, and/or send immediately to E-Verify by clicking the **Verify and Submit to E-Verify** button.

After submitting the Form I-9 to E-Verify, you will typically receive a response within a few moments.

Employee Profile
Form I-9
E-Verify

Employee Name: Elaine Goodell  
Case Id: (Pending Case Submission)  
Case Date: (Pending Case Submission)

E-Verify Preview

**E-Verify: Preview and Verify Case Details**

**Verify Case Details**

- Please take the opportunity to review and (if necessary) edit the case details from the Form I-9.
- Once you are satisfied that the information is correct, click Verify and Submit to E-Verify.

Click Cancel to revert to the information saved from the Form I-9, and Exit E-Verify to return to Employee Profile page.

**Case Details**

Last Name	Goodell	First Name	Elaine
Other Names		Middle Initial	
Citizenship Status	A citizen of the United States	I-94 Document #	
Alien/USCIS #		Document Type	U.S. Passport or Passport Card
Expiration Date	4/6/2018	Birth Date	6/9/1977
Hire Date	11/13/2013	List B Document Type	
List C Document Type		Social Security #	123-45-6789
Passport #	441209749	Passport Issuance Country	
DMV Document #		Support Doc ID	
State Issuing Authority		Card Number	

Verify and Submit to E-Verify
Exit E-Verify

E-Verify Assistant

*E-Verify: Preview and Verify Case Details*

The following are the two most common scenarios encountered when using E-Verify. For assistance with E-Verify, contact the I-9 helpdesk.

## Employment Authorized

If the Form I-9 has been filled out correctly, the new hire is eligible for work in the United States, and the information provided matches the information found in the DHS and SSA databases, the E-Verify case will receive a response of **Employment Authorized**. Per the USCIS, ~98% of all employees are automatically confirmed as authorized to work ('work authorized') either instantly or within 24 hours.

Employee Profile

Form I-9

E-Verify

Employee Name:David Cook

Case Id:2013317124110MT

Case Date:11/13/2013

E-Verify Preview

Close Case

E-Verify: Close Case

Upload File

Select Employment Status

E-Verify Assistant

E-Verify Case Status: David Cook, Employment Authorized

Select Employment Status

Use the radio buttons below to confirm whether or not the employee is still employed by the organization stated on the Form I-9 for this case.

☒ Yes, employee is still employed.

☐ No, employee is no longer employed.

Termination Date

Once you have made a Selection, Click Continue.

Click Exit E-Verify to return to the Employee Profile and return to this stage at a later time.

Continue

Exit E-Verify

*E-Verify Case – Employment Authorized*

Select the appropriate employment status of the employee and click **Continue**.

Employee Name: David Cook  
Case Id: 2013317124110MT  
Case Date: 11/13/2013

E-Verify Preview Close Case

E-Verify: Close Case Upload File

Select Employment Status Provide Closure Details

E-Verify Assistant

E-Verify Case Status: David Cook, Employment Authorized

Provide Closure Details

Use the radio buttons below to provide additional information about the employee's current employment status.

☐ The employee continues to work for the employer after receiving an Employment Authorized result.

☐ The case is invalid because another case with the same data already exists.

☐ The case is invalid because the data entered is incorrect.

Click Continue to complete the verification process and close the case.

Click Exit E-Verify to return to the Employee Profile and return to this stage at a later time. **i**

Continue Exit E-Verify

### Final E-Verify Step

Lastly, provide case closure details by selecting the appropriate radio button and click **Continue**. The E-Verify case will be closed and you can click **Exit E-Verify**

Employee Name: David Cook  
Case Id: 2013317124110MT  
Case Date: 11/13/2013

E-Verify Preview    Close Case

**E-Verify: Close Case**    Upload File

Select Employment Status

Provide Closure Details

Close Case

E-Verify Case Status: **David Cook, Employment Authorized**

Employed Status -- Employee is still employed.

Case Closed -- The employee continues to work for the employer after receiving an Employment Authorized result.

Case 2013317124110MT is Closed.

Case Detail

E-Verify Assistant

First Name David	Last Name Cook	Middle Initial
Other Names	Social Security # 123456789	Birth Date 12/03/1935
Hire Date 11/13/2013	Citizenship Status A citizen of the United States	Document Type List B and C Documents
Passport #	Passport Issuance Country	Expiration Date 12/03/2014
List B Document Type Driver's license or ID card issued by a U.S. state or outlying possession	DMV Document # 870165851	State Issuing Authority MS
List C Document Type Social Security Card	Support Doc ID Driver's License	Card Number
I-94 Document #	Alien/USCIS #	Visa #

Exit E-Verify

E-Verify Case Closed

## Tentative Non-confirmation

Even if all information has been entered correctly, the details provided by the new hire may not match the information found in the DHS or SSA databases. When this happens, an **SSA** or **DHS Tentative Non-confirmation (TNC)** is issued. The guidelines on the screen will help determine how to proceed in this case.

The TNC notice must be reviewed with the employee (in private) as soon as possible. To proceed with the TNC review process, click the **Continue** button and follow the additional steps. If the employee was not willing or able to review the TNC notice with you, click the **Close Case** button only and select from the case closure options.

**Important:** Employers may not terminate, suspend, delay training, withhold or lower pay, or take any other adverse action against an employee based on the employee's decision to contest the TNC or while the case is still pending with the SSA or DHS.

First you will receive a screen allowing you to Preview and Verify the case details.

Web Slice Gallery ▾

Employee Name: David Cook  
Case Id: (Pending Case Submission)  
Case Date: (Pending Case Submission)

E-Verify Preview

**E-Verify: Preview and Verify Case Details**

**Verify Case Details**

1 Please take the opportunity to review and (if necessary) edit the case details from the Form I-9.  
2 Once you are satisfied that the information is correct, click Verify and Submit to E-Verify.

Click **Cancel** to revert to the information saved from the Form I-9, and **Exit E-Verify** to return to Employee Profile page.

**Case Details**

First Name	David	Last Name	Cook
Middle Initial		Other Names	
Social Security #	123-45-6788	Birth Date	03/02/1970
Email Address		Hire Date	03/19/2014
Document Type	List B and C Documents ▾	Citizenship Status	A citizen of the United States ▾
Expiration Date	03/31/2014	Alien/USCIS #	
List B Document Type	Driver's license or ID card issued I ▾	I-94 Document #	
Support Doc ID	ID Card ▾	Passport #	
State Issuing Authority	California ▾	Passport Issuance Country	▾
DMV Document #		Card Number	
List C Document Type	Social Security Card ▾		

E-Verify Assistant

Verify and Submit to E-Verify Exit E-Verify Cancel

Next, Verify and Submit to E-Verify

You may have another opportunity to Re-verify the Case Details

E-Verify PreviewVerify EmployeeClose Case

E-Verify: Verify Employment Authorization for Employee

View/Upload File

Reverify Case Details - SSA Details

Verify Case Details - Social Security Administration (SSA)

The initial review has identified a discrepancy between the case details submitted to E-Verify and the information reported by the Social Security Administration (SSA).

- 1 Please review the below case details and correct where necessary.
- 2 Once you are satisfied that the information is correct, click Continue.

E-Verify Assis

Case Details

First Name	David	Last Name	Cook
Middle Initial		Other Names	
Social Security #	123-45-6788	Birth Date	03/02/1970

Click Close Case if you created the case in error or no longer need to continue with the verification. i

Click Exit E-Verify to return to the Employee Profile and return to this stage at a later time. i

You must click result or at a continue ver

Continue

Exit E-Verify

Close Case

The next screen will prompt you to begin the SSA Tentative Nonconfirmation Process (TNC)

I-9 Complete User Guide | 36



**Employee Profile** **Form I-9** **E-Verify**

Employee Name: David Cook  
Case Id: 2014078161325PP  
Case Date: 03/19/2014

E-Verify Preview Verify Employee Close Case

**E-Verify: Verify Employment Authorization for Employee** View/Upload File

Reverify Case Details - SSA Details

**SSA Tentative Nonconfirmation (TNC) - Details Discrepancy**

**Begin SSA TNC Process**

**SSA Tentative Nonconfirmation (TNC)** E-Verify Assistant

The combination of employee name, Social Security number and birth date submitted to E-Verify for this case is not correct according to SSA records.

This does NOT mean that the employee is unauthorized to work in the United States. It does mean that you will need to begin and complete the SSA TNC Process to verify the employee's employment authorization.

Click Continue to begin the TNC Process.

Click Close Case if you created the case in error or no longer need to continue with the verification. <sup>i</sup>

Click Exit E-Verify to return to the Employee Profile and return to this stage at a later time. <sup>i</sup>

Continue Exit E-Verify Close Case

### Begin TNC Process

As noted in the instructions on screenshot below, the TNC process typically involves the following steps. Note: The instructions for both an SSA TNC and DHS TNC are identical.

1. Review the Further Action Notice and print a copy by clicking the **Print Notice** button if the notice will be signed on paper. Use the dropdown menus to designate printing the notice in either English or Spanish.
2. Tick the box acknowledging that the Employee has reviewed the Further Action Notice and
3. If signing Electronically, indicate whether or not the employee intends to contest the TNC by selecting the appropriate radio button under the Employee Signature.
4. Tick the box to designate the Employer Signature if the notice will be signed electronically.
5. If the Employee chooses to contest, Click the box to **Refer Case**.



## Employee Profile Form I-9 E-Verify

Employee Name: David Cook  
 Case Id: 2014078161325PP  
 Case Date: 03/19/2014

E-Verify Preview

Verify Employee

Close Case

## E-Verify: Verify Employment Authorization for Employee

View/Upload File

E-Verify Assistant

## Reverify Case Details - SSA Details

## SSA Tentative Nonconfirmation (TNC) - Details Discrepancy

Begin SSA TNC  
ProcessPrint, Review &  
Sign Further  
Action Notice

Please follow the below steps to continue the TNC process.

- 1 Review the SSA Further Action Notice and print a copy if the notice will be signed on paper. English ▼ Print Notice i
- 2 Use the Electronic or Paper Signature option to sign the Further Action Notice and indicate whether the employee Will or Will Not contest the TNC decision.

Electronic Signature

Paper Signature

## Record Electronic Signature

After the employee and employer review the Further Action Notice, select the checkboxes and indicate the employee's decision to contest or not contest the Tentative Nonconfirmation. A copy of the electronically signed Further Action Notice will be automatically saved once all of the required fields are completed and the Refer Case or Close Case button is clicked.

## Employee Signature

- ☒ I have reviewed the Further Action Notice and have indicated my decision to contest or not contest below. I am signing the Further Action Notice electronically.
- ☐ I CONTEST the Tentative Nonconfirmation. I understand that I must visit a Social Security Administration field office within 8 federal government workdays from the date on the Referral Date Confirmation.
- ☐ I DO NOT CONTEST the SSA Tentative Nonconfirmation. I choose to give up my opportunity to contest the SSA Tentative Nonconfirmation. I understand that my employer may terminate my employment.

Employee Name

David Cook

## Employer Signature

- ☒ I have notified this employee of the Tentative Nonconfirmation and provided the employee with a copy of this Further Action Notice. I am signing this Further Action Notice electronically.

Employer Representative Name

Therese Manager

Title

Tracker Mgr

- 3 If the employee:  
 Chose to CONTEST the SSA TNC click the Refer Case button and follow the Referral instructions  
 Chose to NOT CONTEST the SSA TNC, click the Close Case button

Click Close Case if you created the case in error or no longer need to continue with the verification. iClick Exit E-Verify to return to the Employee Profile and return to this stage at a later time. i

Close Case

Exit E-Verify

Refer Case

An employee that chooses to contest a TNC must be referred to the SSA or DHS. Employees that choose to contest the TNC have eight federal government workdays to visit an SSA or contact DHS.

[Initiate the Referral process after completing the TNC Notice process](#)

To continue with the TNC process, you will need to follow the steps on the page that follows (see screenshot below):

1. Print the SSA Referral Date Confirmation Letter by clicking on the [Print Notice](#) button. Use the dropdown menus to designate printing the notice in either English or Spanish.
2. Provide the SSA (or DHS) Referral Date Confirmation Letter to the employee who has contested this SSA (or DHS) TNC.
3. Inform the employee that he or she has until the date indicated on the Referral Date Confirmation Letter to contact SSA (or DHS).
4. Check back here periodically for case status updates. E-Verify will let you know the date that they will update the case by.
5. Click Close Case if you have created the case in error.
6. Click Exit E-Verify to [Continue](#).

Employee Name:	David Cook
Case Id:	2014078161325PP
Case Date:	03/19/2014

[E-Verify Preview](#)
[Verify Employee](#)
[Close Case](#)

**E-Verify: Verify Employment Authorization for Employee**
[View/Upload File](#)

Reverify Case Details - SSA Details

SSA Tentative Nonconfirmation (TNC) - Details Discrepancy

Begin SSA TNC Process

Print, Review & Sign Further Action Notice

SSA Referral Date Confirmation - Decision Pending

Referred to SSA - Print SSA Referral Date Confirmation Letter - Return Periodically for Updates

This Employee has been referred to SSA on Wednesday, March 19, 2014. Please follow the below steps to continue the TNC process,

- 1 Print the SSA Referral Date Confirmation Letter, English
- 2 Provide the SSA Referral Date Confirmation Letter to the employee who has contested this SSA TNC.
- 3 Inform the employee that he or she has until the date indicated on the Referral Date Confirmation Letter to contact SSA.
- 4 Check back here periodically for case status updates. E-Verify will update the case status by Friday, April 4, 2014. You will need to take action on the case after the status is updated.

To reprint the Further Action Notice, click the View/Upload File button above.

Click Close Case if you created the case in error or no longer need to continue with the verification. i

Click Exit E-Verify to return to the Employee Profile and return to this stage at a later time. i

[Exit E-Verify](#)
[Close Case](#)

E-Verify Assistant

*Print, Review & Sign the TNC Letter*

**Important:** The employee must visit the SSA office in person or contact DHS within 8 federal workdays after you have completed the TNC process. Federal government workdays are Monday through Friday except for federal holidays. After the employee contacts the appropriate agency, in general SSA has 10 federal government workdays to update the case result in E-Verify while DHS will typically update the case result in 8 federal government work days.

The SSA or DHS may send a resolution authorizing work, or may issue a Final Non-confirmation, or may request additional action. For a full list of outcomes and how to handle them, please see the full User Manual.

Click **Exit E-Verify**. You can access the employee's E-Verify case at any time to check for status updates.

Employee Name:	David Cook
Case Id:	2014078161325PP
Case Date:	03/19/2014

[E-Verify Preview](#)
[Verify Employee](#)
[Close Case](#)

**E-Verify: Verify Employment Authorization for Employee**
[View/Upload File](#)

Reverify Case Details - SSA Details

SSA Tentative Nonconfirmation (TNC) - Details Discrepancy

Begin SSA TNC Process

Print, Review & Sign Further Action Notice

SSA Referral Date Confirmation - Decision Pending

Referred to SSA - Print SSA Referral Date Confirmation Letter - Return Periodically for Updates

This Employee has been referred to SSA on Wednesday, March 19, 2014. Please follow the below steps to continue the TNC process,

- 1 Print the SSA Referral Date Confirmation Letter, English
- 2 Provide the SSA Referral Date Confirmation Letter to the employee who has contested this SSA TNC.
- 3 Inform the employee that he or she has until the date indicated on the Referral Date Confirmation Letter to contact SSA.
- 4 Check back here periodically for case status updates. E-Verify will update the case status by Friday, April 4, 2014. You will need to take action on the case after the status is updated.

To reprint the Further Action Notice, click the View/Upload File button above.

Click Close Case if you created the case in error or no longer need to continue with the verification. i

Click Exit E-Verify to return to the Employee Profile and return to this stage at a later time. i

[Exit E-Verify](#)
[Close Case](#)

E-Verify Assistant

*Referred – SSA/DHS Decision Pending*

## Photo Match

The photo-matching step occurs automatically in I-9 Complete when you create a case for an employee who has presented a US Passport or Passport Card, Permanent Resident Card (Form I-551), or an Employment Authorization Document (Form I-766) for his or her Form I-9 documentation.

When photo matching is required, you must 1) acquire and retain a copy of the employee's document, and 2) fulfill the E-Verify photo-matching requirement. I-9 Complete displays an alert message reminding the User of this requirement in Section 2 when the employee will be subject to E-Verify.

Select a Document from List A - OR - one from both List B and C

List A (Documents Both Identity & Employment Eligibility)

☒ U.S. Passport or U.S. Passport Card
 ☐ Employment Authorization Document (I-766)
 ☐ Foreign Passport with I-94
 ☐ Marshall Islands or Micronesia Passport

☐ Permanent Resident Card or Alien Registration Receipt Card
 ☐ Foreign Passport with I-551 Stamp or temporary I-551 printed notation on a machine-readable immigrant visa

List B (Documents Identity)

☐ Driver's License or Non-driver's ID Card
 ☐ School ID card with a photograph
 ☐ Special Placement
 ☐ U.S. Coast Guard Merchant Mariner Card
 ☐ Voter's Registration Card
 ☐ Native American tribal document

☐ U.S. Military card or draft record
 ☐ Military dependent's ID card
 ☐ Canadian Driver's License
 ☐ ID card issued by a government agency

Under 18 without the Above

☐ Individual under age 18
 ☐ Day-care or nursery school record
 ☐ Clinic, doctor or hospital record
 ☐ School record or report card

List C (Documents Employment Authorization)

☐ Social Security Account Number Card
 ☐ DHS Employment Authorization Document
 ☐ Resident Citizen ID Card
 ☐ U.S. Citizen ID Card
 ☐ Native American tribal document

☐ Birth Certificate (U.S.)
 ☐ Certification of Birth Abroad
 ☐ Certification of Report of Birth

Continue with Selected Document(s)

U.S. Passport or U.S. Passport Card

1

Description

Samples and Doc. # Locator

E-Verify Info

Must be unexpired. Both the U.S. Passport (book) and the U.S. Passport Card (wallet-size) are issued by the U.S. Department of State to U.S. citizens and nationals. The U.S. Passport Card has been in production since July 14, 2008. There are a small number of US Passport versions still valid and in circulation that may differ from the sample image. US Passport numbers typically consist of 9 digits. The U.S. Passport Card number begins with the letter "C", followed by 8 digits.

IF YOU HAVE E-VERIFY: The document selected must be copied and retained with the employee's I-9 record. The photocopy must be of sufficient quality to allow for verification of the photo and written information.

Section 2 E-Verify Reminder

Section 2 E-Verify Reminder

A

Employment Verification Documents \*

(The Employee Must Present One Document from List A OR one document from List B and List C).

Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date (s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

List A

Document

U.S. Passport or U.S. Passport Card \*

Reselect from list

Issuing Authority:

US Department of State \*

Passport Document #:

X-XXXXXX \*

Expires:

Attachment

Attach File

Employee presented an acceptable receipt in lieu of an original document in List A i

Save/Validate

IF YOU HAVE E-VERIFY: The document selected must be copied and retained with the employee's I-9 record. The photocopy must be of sufficient quality to allow for verification of the photo and written information.

The following screen will appear when a case that has been submitted to E-Verify requires photo matching.

I-9 Complete User Guide | 42



*E-Verify Match Photo*

Tracker I-9 Complete instructs the User to select the appropriate radio button indicating whether or not the photo displayed on the page matches that of the document that was provided by the employee.

The photos should be identical, but you should take into account minor variances in shading and detail between the two photos based upon the age and wear of the employee's document, the quality of your computer monitor, and the watermark on the photo in E-Verify to protect it from unlawful use. Do not compare the photo displayed by E-Verify to the employee directly. The direct comparison between the document and the individual happens during Form I-9 completion, prior to using E-Verify.

**IMPORTANT:** If "No Photo on this Document" with the E-Verify watermark appears as the Employee Photo, you should select the Yes radio button.

After the selection is made, click **Continue**.

If you indicate "Yes," then employment should be authorized and the case should be closed. Select the appropriate radio button to confirm whether or not the employee is still employed and click **Continue**.

Employee Name: Elaine Goodell  
Case Id: 2013318112757CS  
Case Date: 11/14/2013

E-Verify Preview Verify Employee Close Case

**E-Verify: Close Case** Upload File

Select Employment Status

E-Verify Case Status: Elaine Goodell, Employment Authorized

Select Employment Status

Use the radio buttons below to confirm whether or not the employee is still employed by the organization stated on the Form I-9 for this case.

☒ Yes, employee is still employed.  
☐ No, employee is no longer employed.  
Termination Date

Once you have made a Selection, Click Continue.  
Click Exit E-Verify to return to the Employee Profile and return to this stage at a later time. ⓘ

Continue Exit E-Verify

*E-Verify Employment Status*

Provide case closure details by selecting the appropriate radio button that represents the employee's current employment status and click **Continue**.

Employee Name: Elaine Goodell  
Case Id: 2013318112757CS  
Case Date: 11/14/2013

E-Verify Preview Verify Employee Close Case

**E-Verify: Close Case** Upload File

Select Employment Status Provide Closure Details

E-Verify Case Status: Elaine Goodell, Employment Authorized

Provide Closure Details

Use the radio buttons below to provide additional information about the employee's current employment status.

☐ The employee continues to work for the employer after receiving an Employment Authorized result.  
☐ The case is invalid because another case with the same data already exists.  
☐ The case is invalid because the data entered is incorrect.

Click Continue to complete the verification process and close the case.  
Click Exit E-Verify to return to the Employee Profile and return to this stage at a later time. ⓘ

Continue Exit E-Verify

*E-Verify Case Closure Details*

The E-Verify case is now closed. Click **Exit E-Verify** to return to the Employee Profile page.



E-Verify Preview
Verify Employee
Close Case

**E-Verify: Close Case**
Upload File

Select Employment Status
Provide Closure Details
Close Case

E-Verify Case Status: **Elaine Goodell, Employment Authorized**

Employed Status -- Employee is still employed.

Case Closed -- The employee continues to work for the employer after receiving an Employment Authorized result.

Case 2013318112757CS is Closed.

Case Detail

First Name Elaine	Last Name Goodell	Middle Initial
Other Names	Social Security # 123456789	Birth Date 06/09/1977
Hire Date 11/14/2013	Citizenship Status A citizen of the United States	Document Type U.S. Passport or Passport Card
Passport # 441209749	Passport Issuance Country	Expiration Date 04/06/2018
List B Document Type	DMV Document #	State Issuing Authority
List C Document Type	Support Doc ID	Card Number
I-94 Document #	Alien/USCIS #	Visa #

E-Verify Assistant

Exit E-Verify

### E-Verify Case Closed

If the photo displayed does not match the photo on the document provided by the employee, the No radio button is selected, and the User clicks **Continue** then the DHS TNC process will begin. The User will follow the same steps for the TNC process that are listed out earlier in this guide.

**Employee Profile** **Form I-9** **E-Verify**

Employee Name: Elaine Goodell  
Case Id: 2013318114848DG  
Case Date: 11/14/2013

E-Verify Preview Verify Employee Close Case

**E-Verify: Verify Employment Authorization for Employee** Upload File

Match Photo

**DHS Tentative Nonconfirmation (TNC) Process - Details Discrepancy**

Begin DHS TNC Process Print, Review & Sign TNC Notice E-Verify Assistant

Department of Homeland Security (DHS) Tentative Nonconfirmation (TNC) - Details Discrepancy

The combination of employee Birth Date and Document Number submitted to E-Verify for this case is not correct according to DHS records.

This does NOT mean that the employee is unauthorized to work in the United States. It does mean that you will need to begin and complete the DHS TNC Process to verify the employee's employment authorization.

Click Continue to begin.

Click Close Case if you created the case in error or no longer need to continue with the verification. **i**

Click Exit E-Verify to return to the Employee Profile and return to this stage at a later time. **i**

Continue Exit E-Verify Close Case

Photo Mismatch DHS TNC Process

## Reports

Several important reports are available in Tracker I-9 Complete, to help you keep tabs on the I-9 records that you are managing and discover issues before they become problems. Many reports display the employee name as a hyperlink that when clicked, opens the I-9 record. Right click and choose to open the I-9 record in a new browser window or tab (depending upon browser version) in order to keep the report visible as you investigate specific records.

## I-9 Record Summary List

To review I-9 records logon to I-9 Complete and select the I-9 Record Summary List View from the Reports dropdown.

## Accessing the I-9 Record Summary List View

Dashboard Manage I-9 Manage E-Verify **Reports** Help

**I-9 Record Summary List View**

**Create New I-9**

**Compliance Reminder:** Section 1 must be signed by the employee's first day of work for pay; Section 2 must be signed within three business days of the date employment begins.

**Form I-9 Task Due**

Summary Section 1 Section 2 E-Verify Reverification Receipt Reverification

Reports > I-9 Record Summary List View

### Employee I-9 Records

Start Date: ☒ NA ☐ Yes ☐ No ☐ Date Range to

Due Date: ☒ NA ☐ Yes ☐ No ☐ Date Range to

Section 1: ☒ NA ☐ Yes ☐ No ☐ Date Range to

Section 2: ☒ NA ☐ Yes ☐ No ☐ Date Range to

Reverify: ☒ NA ☐ Yes ☐ No ☐ Date Range to

E-Verify Case: ☒ NA ☐ Yes ☐ No ☐ Date Range to

Terminated: ☐ NA ☐ Yes ☒ No ☐ Date Range to

Next Action Needed:  <ANY>

Employer:  <All>

Worksite:  <All>

I-9 Manager:  <All>

Include Historical I-9 Records ☐

**Employee I-9 Records (10)** [Export to Excel](#)

Full Name	Start Date	Section 1 Completed	Section 2 Completed	E-Verify Case Date	Reverify Due Date	Term Date	Next Action
ALLEN, Barry	10/27/2014	10/27/2014	10/27/2014	10/27/2014			E-Verify
COFFEE, joe	10/16/2014	10/23/2014					Complete

You can filter your results by selecting one or more values from the **Next Action Needed**, **Employer**, **Worksite** and/or **I-9 Manager** dropdown lists and clicking the **Apply Filter** button. You can also limit your results by choosing one or more of the radio button options listed on the left hand side of the page and entering a corresponding date or range of dates.

### Employee I-9 Record Summary List View

**Employee I-9 Records** displays a spreadsheet like view of your I-9 records. This list can help you quickly locate employees, check the status of their Form I-9 and access their I-9 Records. You can sort by column and hide and unhide columns. All data is exportable to excel.